



## New Jersey Department of Children and Families Policy Manual

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Issuance:	50	<b>Integrated Pest Management (Regional Schools)</b>	Revised:

**SUBJECT:** Integrated Pest Management in DCF Regional Schools

**EFFECTIVE DATE:** August 7, 2006

**REVISED DATE:** August 12, 2008

### A. OBJECTIVE

To provide Department of Children and Families (DCF) Regional Schools with a policy and procedures for developing a site-specific Integrated Pest Management Plan which will identify methods for reducing the use of pesticides, managing pests and improving health and environmental conditions at each school.

### B. STANDARDS

Each DCF Regional School shall develop an Integrated Pest Management (IPM) Plan, specific to the needs of their individual facility, by incorporating the requirements of this policy which includes the "Model School Integrated Pest Management Plan for New Jersey Schools" (Attachment 1).

The Education Supervisor (ES) at each DCF Regional School shall be responsible for ensuring that all aspects and requirements of this policy and the site-specific Integrated Pest Management Plan (IPM Plan) are correctly implemented at his/her school.

The methods of pest control, by choice, shall be implemented in a hierarchy, from less intrusive to more intrusive, as described in the definition of "school integrated pest management policy" below.

The Office of Education (OOE) Operations Manager shall be designated as the Integrated Pest Management Coordinator (IPM Coordinator) for DCF Regional Schools and shall ensure that the requirements of this policy are implemented.

Required postings and notifications to staff, students and parents shall be implemented as described in this policy and the site-specific IPM Plan.

### **C. DEFINITIONS**

“Annual Notice” includes:

- this policy;
- a list of any pesticides currently in use or used in the past 12 months at the school site;
- the name/work address/work number of the Integrated Pest Management Coordinator;
- a statement that the IPM Coordinator is available to parents, guardians and staff members for further information/comment;
- a statement verifying the school maintains product labels/Material Safety Data Sheets (MSDS) of any pesticide products used or potentially used on school grounds and that such information is available for review by parents, students and staff members by request;
- the date, time and location of any meeting(s) that may be held to discuss the School Integrated Pest Management Policy or Plan; and
- the required statement from the School Integrated Pest Management Act of 2002, Chapter 117.

“Integrated Pest Management Coordinator” means an individual who is knowledgeable about integrated pest management systems and has been designated by the OOE to have oversight responsibility for the provisions and procedures of this policy. The IPM Coordinator shall also receive the required training approved by the New Jersey Department of Environmental Protection.

“Low Impact Pesticide” means: any pesticide or pesticidal active ingredient alone, or in combination with inert ingredients, that the United States Environmental Protection Agency has determined is not of a character necessary to be regulated pursuant to the “Federal Insecticide, Fungicide, and Rodenticide Act,” 7 U.S.C. s.136 et seq. and that has been exempted from the registration and reporting requirements adopted pursuant to that act; any gel; paste; bait; antimicrobial agent such as a disinfectant used as a cleaning product; boric acid; disodium octoborate tetrahydrate; silica gels; diatomaceous earth; microbe-based insecticides such as bacillus thuringiensis; botanical insecticides, not including synthetic pyrethroids, without toxic synergists; and biological living control agents.

“Pesticide” means any substance or mixture of substances labeled, designated, intended for or capable of use in preventing, destroying, repelling, sterilizing or mitigating any insects, rodents, nematodes, predatory animals, fungi, weeds and

other forms of plant or animal life or viruses on or in living man or other animals. "Pesticide" shall also include any substance or mixture of substances labeled, designated or intended for use as a defoliant, desiccant or plant regulator.

"School integrated pest management policy" means a managed pest control policy that eliminates or mitigates economic, health, and aesthetic damage caused by pests in schools; that delivers effective pest management, reduces the volume of pesticides used to minimize the potential hazards posed by pesticides to human health and the environment in schools; that uses integrated methods, site or pest inspections, pest population monitoring, an evaluation for the need for pest control, and one or more pest control methods, including sanitation, structural repair, mechanical and biological controls, other non-chemical methods, and when non-chemical options are ineffective or unreasonable, allows the use of a pesticide, with a preference toward first considering the use of a low impact pesticide for schools.

"School Pest Emergency" means an urgent need to mitigate or eliminate a pest that threatens the health or safety of a student or staff member.

"School property" means any area inside or outside of the Regional School building owned by the DCF.

"Universal notification" means notice provided by the Education Supervisor (ES) at the school program to parents and staff members of the school.

#### **D. PROCEDURES**

1. The IPM Coordinator shall be responsible for:
  - a. Implementation of this policy;
  - b. Assuring that each DCF Regional School has developed its respective site-specific IPM Plan;
  - c. Confirming that each DCF Regional School maintains all required information and documentation about their school site, including the applications of any pesticides used, Material Safety Data Sheets (MSDS) when available for pesticides used, and labels for all pesticides used;
  - d. Acting as a contact for inquiries about the IPM Policy and Plans; and
  - e. Ensuring that commercial pesticide applicators operating on school property are in compliance with:
    - 1) Licensing requirements of N.J.A.C. 7:30-6 and 7.1;

- 2) Applicable notification and posting requirements at N.J.A.C. 7:30-9;
  - 3) Label precautions from the Federal registered label of each pesticide used on school property; and
  - 4) All applicable provisions of the school IPM Policy and Plan.
2. The IPM Coordinator shall participate in Department of Environmental Protection approved training in order to implement the IPM Policy and IPM Plan at each DCF Regional School.
3. The "IPM Coordinator Information" (Attachment 2), which is required documentation for each DCF Regional School, shall be completed by the IPM Coordinator and provided to the Department of Environmental Protection.
4. The IPM Coordinator shall review all bids in conjunction with each DCF Regional School's IPM Priorities Checklist and select the bidder that best matches each school's specific needs.
  - a. The successful bidder shall furnish all supervision, labor, materials and equipment necessary to accomplish the surveillance, trapping and pesticide application components of the IPM program.
  - b. The successful bidder/contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications necessary to achieve pest prevention and control.
  - c. The IPM Coordinator shall ensure that the contractor follows State regulations, including licensing requirements and label precautions.
  - d. The IPM Coordinator shall also further ensure that the contractor complies with all components of each school program's IPM Policy.
5. The ES (or IPM Coordinator, if determined by the IPM Coordinator and/or Director, OOE), shall solicit bids for Extermination Services and Pest Control either annually or as required by the length of the contract.
  - a. A copy of the IPM Priorities Checklist for each respective site shall be included when the school or IPM Coordinator solicits a bid for Extermination Services and Pest Control; and
  - b. All prospective bidders shall be notified that the contract for Extermination Services and Pest Control is part of a comprehensive IPM program for the school.

6. The IPM Coordinator, in consultation with the ES, shall provide training to school staff about potential pest problems and fundamentals of IPM methods that will be utilized to achieve pest management objectives. This training shall include, at a minimum:
  - a. An overview of the IPM Policy, including the hierarchy of procedures that will be followed at the Regional School;
  - b. The environmental measures that all staff can do to prevent pest infestation; and
  - c. How and when to alert the appropriate person in the event of observed pests.
7. The ES shall annually complete the IPM Priorities Checklist as found in the Appendix to the "Model School Integrated Pest Management Plan for New Jersey Schools" (Attachment 1)
  - a. He/she may confer with members of the school's Safety Committee or other appropriate staff to assist in completing this task.
  - b. Meetings shall be convened at least twice a year, including a review and updates as needed.
  - c. A copy of the Checklist shall be forwarded to the IPM Coordinator for review.
8. The ES at each DCF Regional School shall maintain and make available, upon request and to medical personnel in an emergency situation, the following documents as found in the Appendix to the "Model School Integrated Pest Management Plan for New Jersey Schools" (Attachment 1):
  - a. Any pesticide applications used on school property for three years after the application;
  - b. Any application used on school property for five years after any application utilized to control termites;
  - c. Pest surveillance data sheets as contained in the Pest Activity Monitoring and Control Log for three years;
  - d. IPM Priorities Checklists for three years;
  - e. Copies of notifications to parents and other postings for three years; and
  - f. All non-pesticide IPM methods and practices for three years.

9. The ES shall provide the Annual Notice as defined above, to all staff and parents of each student enrolled and to each subsequently enrolled student's parents after the annual notification has been issued.
10. Notifications and postings required for any non-low impact pesticide: The ES shall notify all parents and staff at least 72 hours prior to the use of any non-low impact pesticide on school property at any time of the year. The content of the notification entitled "Pre-Notification of the Use of Pesticides" as found in the Appendix to the "Model School Integrated Pest Management Plan for New Jersey Schools" (Attachment 1), must include:
  - a. The common name of the pesticide;
  - b. The EPA Registration Number;
  - c. The EPA Statement on Sensitive Persons;
  - d. Location description of where the pesticide will be applied including date/time (one date for indoor application and three dates for outdoor applications);
  - e. Potential adverse effects from the pesticide product;
  - f. Reasons for the application of the pesticide;
  - g. Contact information for the IPM Coordinator; and
  - h. Any further label information or precautions for public safety.
11. In the event the date of the pesticide application must be extended beyond the date(s) referenced in the initial posting, the ES shall reissue the posting notice to parents and staff for the new date(s) of the pesticide application.
12. The methods of notifying parents regarding the use of any non-low impact pesticide may include any of the following:
  - a. Written notice, "Pre-Notification of the Use of Pesticides," mailed at least one week prior to an application;
  - b. In-person direct contact with parents, where applicable, in which a copy of the written notice, "Pre-Notification of the Use of Pesticides," is provided; and
  - c. E-mail notifications with "Pre-Notification of the Use of Pesticides" as an attachment (use "certified-when-read" function).

13. The methods of notifying staff regarding the use of any non-low impact pesticide shall include both of the following:
  - a. Posting of the “Pre-Notification of the Use of Pesticides” form at both the entrance to the school building and the treatment area. (This posting must also remain in place for 72 hours after the application of the pesticide); and
  - b. Verbal announcement to alert staff to the posting.
14. When any non-low impact pesticide is identified as necessary for use, the following shall apply:
  - a. The application of the non-low pesticide shall be done by a Commercial Pesticide Applicator vendor.
  - b. The Pesticide Application Log as found in the Appendix to the “Model School Integrated Pest Management Plan for New Jersey Schools” (Attachment 1) shall be completed by the ES with technical assistance as needed from the vendor regarding Trade Name/Active Ingredient and EPA Registration Number.
  - c. A “Compliance Certification Form” which stipulates that notice and posting requirements have been met shall be completed by the ES and signed by the IPM Coordinator.
    - 1) In the event that the IPM Coordinator is not available in the school to provide the required signature, the form shall be faxed to the IPM Coordinator for his/her signature;
    - 2) The “Compliance Certification Form” shall be provided to the Commercial Pesticide Applicator vendor; and
    - 3) A copy of the “Compliance Certification Form” shall be maintained at the Regional School.
15. When any non-low impact pesticide is utilized, it shall not be applied on school property where students are expected to be present for academic instruction or organized extra-curricular activities prior to the time prescribed for re-entry to the application site by the US Environmental Protection Agency (as found on the pesticide label). Additionally, the following shall also apply:
  - a. If no specific re-entry time is identified on the label, the re-entry time shall be seven hours after the application of the pesticide.

- b. Students shall not be present in untreated areas of the building unless the area being treated with the non-low impact pesticide is served by a separate ventilation system and is separated from the untreated area by smoke or fire doors.
16. When an emergency application of a pesticide other than a non-low impact pesticide is necessary, the following shall apply:
- a. Within 24 hours after the application of a non-low impact pesticide or on the morning of the next school day, whichever is earlier, the ES shall provide to each parent and staff member of the school, notice of the application of the pesticide for emergency pest control as included on the “Emergency Pesticide Use” form as found in the Appendix to the “Model School Integrated Pest Management Plan for New Jersey Schools” (Attachment 1). Methods of notifying parents and staff may include:
    - 1) Announcement and written notice provided to staff;
    - 2) Documented phone calls to parents, explaining all aspects of the emergency action;
    - 3) Written notice to parents sent home with the student;
    - 4) In-person direct announcement to parents, where applicable; and
    - 5) E-mail notifications with Emergency Pesticides Use as an attachment (use “certified-when-read” function).
  - b. When a non-low impact pesticide is applied in an emergency use, the ES shall post the sign warning of the pesticide application at the time of its application by using the “Emergency Pesticide Use” form as found in the Appendix to the “Model School Integrated Pest Management Plan for New Jersey Schools” (Attachment 1).
  - c. If there is an emergency application of a non-low impact pesticide, the ES, in conjunction with the IPM Coordinator, shall modify the IPM Plan of the school, if necessary, to minimize future emergency applications.
17. Each DCF Regional School shall develop an IPM Plan, specific to their individual needs using the format, “School Integrated Pest Management Plan for the \_\_\_\_\_ School,” as contained in the Model School IPM Plan for New Jersey Schools (Attachment 1). Each program’s School IPM Plan shall include the following:
- a. A description of how the school will manage pests through the IPM methods described in this policy;



- b. A description or statement that the school will comply with all aspects of this policy;
  - c. The school's goals regarding the management of pests and the use of pesticides;
  - d. The school's site-specific needs regarding the management of pests;
  - e. A description of how each component of the IPM Policy will be implemented at the school; and
  - f. The name of the IPM Coordinator.
18. The ES at each DCF Regional School shall report annually on the effectiveness of the school's IPM Plan by using the "Annual Report for School IPM Plan" (Attachment 3).
- a. The report shall be completed by June 30<sup>th</sup> of each school year;
  - b. The School Safety Team or other individuals, as appropriate, may assist the ES in developing the annual report;
  - c. The report shall be provided to the IPM Coordinator.

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Debra Stewart  
Director  
Office of Education

Attachments:

[Attachment A-1](#): Model School IPM Plan for New Jersey Schools

[Attachment A-2](#): IPM Coordinator Information (DEP Inter-Departmental Communication)